

Manager- End Additional Job

USER GUIDE

INTRODUCTION

An additional job is when an employee with a primary job or position is placed into an additional job or position. When you are ready to end that additional job, use this job aid. This is not for terminating the employee.



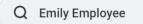
Note: You cannot end the employee's primary position. You will first need to switch their primary position before ending the additional job. For help, refer to the job aid titled "Switch Primary Job".

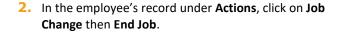
5. Once everything is entered, click **Submit.**

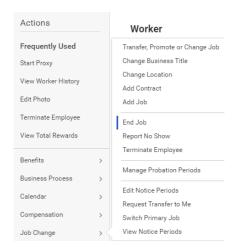
- **6.** Optional: You can enter in a **Comment** that will stay with the task or **Upload** any related documents.
- 7. This will go the HR Partner for review and approval based on the end additional job details.

END ADDITIONAL JOB

1. In the search field, type in the employee's name that you want to end the additional job for. Hit **Enter**.







- Click on Additional Jobs and Click OK.
- **4.** Enter in the **End Date** and **Reason**. Make sure to keep the box checked for "Is this position available for overlap"





Note: If you have questions when initiating this, please reach out to the HR Partner for your department